CACC MEETING MINUTES

COURT AUTOMATION COORDINATING COMMITTEE
A Subcommittee of the Commission on Technology

Thursday, February 16, 2017
10:00 AM - 11:00 AM

ARIZONA SUPREME COURT
1501 W. Washington
Phoenix, AZ 85007

AUDIO PHONE NUMBER: 1-602-452-3288
AUDIO ACCESS CODE: 21617#

MEMBERS PRESENT	MEMBERS ABSENT
Kip Anderson*	Jeff Mangis
Jonathan Bearup*	Rona Newton
Julie Dybas*	Paul Thomas
Christopher Hale	
Donald Jacobson*	
Phillip Knox (*Diana Hegyi*, proxy*)	
Ron Overholt*	
Michael Pollard, *Chair*	
Janie Randall*	
Nancy Rodriguez	

GUESTS	AOC STAFF
Debi Schaefer, *Tempe Municipal Court*	Stewart Bruner, *ITD*
	Adele May, *ITD*
	Kat Nguyen, *ITD*

* indicates appeared by telephone

CACC MEETING MINUTES

WELCOME AND OPENING REMARKS
Judge Michael Pollard, chair, called the Court Automation Coordinating Committee (CACC) meeting to order at 10:00 a.m. The chair confirmed that a quorum existed before he requested consideration of the minutes from the January 12 meeting.

MOTION: A motion was made and seconded to approve the minutes of the January 12, 2017 CACC meeting as written. The motion passed unanimously.

COT AD HOC SUBCOMMITEE DISCUSSION
Judge Pollard reviewed discussions about project monitoring that took place at the February 9 meeting of the Commission on Technology (COT) ad hoc subcommittee on project monitoring. His goal remains to obtain written direction from COT regarding the appropriate scope of project monitoring by CACC and items that warrant COT review. So far, the criteria proposed include
1) Project cost exceeds $250K for its 5-year software development and operation or
2) The project is a dependency for a strategic initiative of COT or
3) The project is high enough profile it would spawn a headline upon failure or
4) The project is necessary to address cybersecurity vulnerabilities

In addition, Virlynn Tinnell has proposed that CACC focus one meeting each year on strategic planning then document members' top considerations for the future as part of the chairman's report at COT. Members posited some candidate projects for inclusion in the report and discussed the importance of coordination to ensure local courts are aware of projects that are or will be on the state's radar so leaders can decide whether to undertake their own or join the statewide effort.

REVIEW OF CHANGES TO MINDMAP THIS MONTH
Stewart detailed the many changes made on the MindMap since the January meeting, passing along what information he had received from those project managers who were not present for the meeting. Stewart shared each minor date change that has taken place along with the several tasks that had detail added in the past month. Members were provided the updated priority projects listing for reference. Adele May the AJACS limited jurisdiction (LJ) case management system (CMS) project manager, provided some insight into the pattern of software releases being planned for LJ courts and clarified that the target completion dates shown on the MindMap indicate readiness for implementation in the courts.

PROJECT UPDATE: CASE MANAGEMENT SYSTEMS
Paul Thomas, court administrator for Mesa Municipal Court, was not present to provide an update on progress with the FARE interface, but Stewart indicated Mesa's implementation date remains TBD on the MindMap.

Adele detailed LJ AJACS rollout progress since January, announcing that Gila Bend and Litchfield Park, the initial two courts in Maricopa County, are now live on AJACS. In response to a question, Adele indicated that only a single case fell out of conversion between the two courts. She focused the remainder of her update on providing training details and describing additional efforts being pursued with Glendale on account of the many bolt-on programs and AZTEC wizard running at the court.

DETAILED PROJECT REVIEWS

Detailed project reviews were suspended this month while the ad hoc subcommittee clarifies criteria for monitoring. The chair asked members for their sense of whether the detailed review effort should remain on hold or whether they wanted to continue to review certain projects while awaiting more formal direction from COT. Absent any strong feelings expressed by members, the chair proposed to review the several projects in the "Integrate Systems" category of the list. Staff reminded members that the ERR&D project has already been mentioned for placement on the agenda and a couple of projects in the category are already within the monthly purview of CACC, so the list could be reduced. Various members weighed in on their willingness to provide detail about a project on the list from their court. As a result of discussions, the following projects will be invited to appear at the March meeting:

- Scottsdale SQL Data Feeds – Julie Dybas
- AZTurboCourt/eUniversa Integration – Summer Dalton
- Gilbert CPOR Data Feed Restoration – Van Le
- Pima CCI Data Feed – Laura Bergan/Summer Dalton
- Maricopa CCI Data Feed – Diana Hegyi/Nancy Rodriquez/Summer Dalton
- ERR&D – Cathy Clarich

Stewart will contact the project manager or court administrator associated with each project and coordinate their appearance at CACC.

POST-IMPLEMENTATION REPORTS

Since the January CACC meeting

- New e-filing fees were implemented in eUniversa and AZTurboCourt but not the cutover to the new payment provider (nCourt).
- Gila Bend and Litchfield Park courts went live on LJ AJACS February 13.
- AZYAS DSI, split from the AZYAS upgrade effort that is dependent on its completion, also went live.

ITEMS OF OLD OR NEW BUSINESS

Two members raised a conflict with the date scheduled for the May meeting and asked that it be rescheduled a week earlier so they will be able to participate in discussion about future technology needs of the courts. Kat Nguyen took the action item to investigate moving the meeting to May 11.

The next meeting will take place on **March 16, 2017 at 10:00 AM** at the State Courts Building in Phoenix. The meeting adjourned at 11:00 a.m.